

Gateway Island Rental Information

Fees

Island, excluding reception center: Half day: \$150 / Full day: \$250
Island, including reception center: Half day: \$250* / Full day: \$350*
*plus \$200 refundable damage/cleaning deposit

A half-day rental is 8 a.m. to 2 p.m. *OR* 3 p.m. to 10 p.m.; an all-day rental is 8 a.m. to 10 p.m.

Equipment Rental

Folding Chairs (100 available)	\$ 2.00 each
6' Tables (20 available)	\$ 7.00 each
Large Tent (20'x20') white	\$ 200.00
(20'x30') white	\$ 250.00
Small Tents (10'x10', white, 10 available)	\$ 25.00 per tent

Reservations:

Reservations for the Gateway Island are made through the main office of Murfreesboro Parks and Recreation Department, located at Barfield Crescent Park (697 Barfield Crescent Road). Please call (615) 890-5333 for more information.

All rentals are subject to the rules and regulations of the City of Murfreesboro Parks and Recreation Department. Any individual reserving the Island (hereafter referred to as "User") must be 18 years of age or older, and the City reserves the right to verify same. After reservations are made by phone, the required fee must be paid within two weeks. There is a \$20.00 service charge for returned checks. Make checks payable to: Murfreesboro Parks and Recreation Department, P.O. Box 748, Murfreesboro, TN 37133-0748.

Rental of the Gateway Island includes access to the event parking area, as well as exclusive use of the Island (area inside the 2 bridges). Use of the reception center is optional, with additional fees. Amenities include restrooms, pavilion, plaza and overlook, as well as open greenspace.

The maximum capacity of the Gateway Island is 500 people. The multipurpose room of the reception center has a maximum capacity of 30 people, or 20 people seated at tables.

Parking

Parking is permitted in designated areas only. If the Event Parking area is full (capacity 20 vehicles), guests must park at the College Street and/or General Bragg Trailheads and walk over on the trails, or the user may provide valet parking at their own expense and liability. Parking is not permitted at private businesses located adjacent to the Island.

Setup/Breakdown

Setup and breakdown for the event must take place within the time of the reservation. Under no circumstances may the renter enter the Island area before it opens at daylight, and the event must conclude by 10:00 PM. The area must be clean and vacated by 11:00 PM. If tents or other equipment is set up early or picked up after the designated reservation, the renter will be charged for the additional half-day or all-day reservation. The City of Murfreesboro is not responsible for any items brought to the property.

Electrical Use

All electrical lines and extension cord placement must meet code criteria as follows: 1) no temporary wiring is permitted; 2) extension cords may not cross walkways; 3) extension cords are to be U.L. listed and sized accordingly; and 4) circuits shall not be overloaded. In the event sound or other high-amperage equipment is to be used, maximum amps per electrical unit shall be listed on application. A sheet showing load limit and amperage available will be furnished upon request.

Allowed Uses, Guests and Outside Services

All equipment brought on to the Gateway Island is subject to the approval of the Parks and Recreation Director or designee, including but not limited to tents, amusement games or equipment, band setups, etc. Due to the underground irrigation system, setup of tents, amusement games, or equipment will need prior approval for specific locations.

The User is responsible for all guests and outside services, including but not limited to caterers, special event companies, amusement services, etc. The User is liable for any damages to the facilities, equipment, and grounds.

Amusement Services

Amusement Services (such as inflatable bounce equipment, etc.) must be preapproved by the City of Murfreesboro and will require a Certificate of Insurance naming the City of Murfreesboro as additional insured for \$1,000,000 for each occurrence. This certificate is required at least thirty (30) days prior to the scheduled event.

Catering

Caterers must provide a Certificate of Insurance naming the City of Murfreesboro as additional insured for \$1,000,000 for each occurrence. This certificate is required at least thirty (30) days prior to the scheduled event. THE RECEPTION CENTER AND KITCHEN MUST BE CLEANED IMMEDIATELY AFTER THE EVENT: All food, service equipment, decorations and supplies must be removed. The facility must be left in the same condition as it was found, or the cleaning deposit will be retained. No cooking is

allowed indoors or outdoors on the Island; however, warming of precooked food is allowed.

Service of Alcoholic Beverages

The following regulations dealing with beer and alcoholic beverages must be followed for any event held at the Gateway Island.

1. All state and local regulations governing the consumption and distribution of alcoholic beverages must be followed and obeyed.
2. The only alcoholic beverages that may be brought onto the premises are those that are placed in the possession and control of the User or special event subcontractor. Responsible adult(s) under the direction of the User or subcontractor must dispense all alcoholic beverages. No alcoholic beverages shall be left unattended on the premises.
3. All alcoholic beverages must be served in plastic, paper or aluminum containers. No alcoholic beverages allowed to be served in glass bottles.
4. Alcoholic beverages may only be served and possessed in the specified location and during the specific hours of the special event as approved by the City of Murfreesboro.
5. Persons who are in possession of an alcoholic beverage must stay within the perimeters of the Gateway Island, and shall not cross exit bridges. Under no circumstances may individuals possessing alcoholic beverages be allowed onto the surrounding trails of the Island.

Music Amplification and Noise Levels

Due to the Island's location near a hospital and medical facility, the City's noise ordinance will be strictly enforced. Sound amplification that exceeds the City noise ordinance is prohibited. A copy of this ordinance is available at City Hall or at www.murfreesborotn.gov.

Decorations

The User may not alter the Island or the existing plants in any way. Nails, staples and tape are not allowed for use on the Island facilities. Only string, zip ties or poster tape can be used to attach decorations. Rose petals, balloons and bubbles are allowed, but must be cleaned up after the event. Artificial confetti or confetti poppers, rice, birdseed, and artificial rose petals are prohibited and will result in forfeiture of cleaning deposit. Pyrotechnics or fireworks including sparklers are prohibited.

Cleaning of Property

The facilities and grounds must be left in the same condition as they were found. The User is responsible for removing all equipment, decorations, and supplies, as well as any trash left by the event (this includes cigarette butts.) Food waste and other related items must be properly bagged and placed in the designated area(s) for trash or

removed from the Island. **NO** food, trash or other items shall be dumped or thrown in water. Failure to clean the entire area will result in the total deposit being forfeited.

Cancellation/Refund Policy

A full refund will be given when a patron cancels more than one week prior to the facility rental. A 5% charge of the total fee paid will be assessed to the patron when canceling a facility rental one week or less prior to the rental.